

HVAC Service Provider
Amendment # 1 to IFB # 3160004400

Ellisville State School (ESS) through this Amendment #1 modifies the original IFB # 3160004400 for HVAC Service Provider to contain the following changes and include the Pre-Bid Conference Summary with questions and answers.

The original IFB # 3160004400 shall be modified as follows.

- Attachment H "Scope of work" Section 4 – Filter Service Included – subsection C – page 49-50, shall be modified to read – Contractor shall provide, install and regularly change all air filters at a frequency at **minimum of quarterly**.
 - Attachment H "Scope of work" Section 4 – Equipment Not Included – page 48, the following shall be added; "**Domestic/Residential water heaters, and Domestic/Residential Refrigeration, on campus and Residential Housing.**"
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PRE-BID MEETING AGENDA

Ellisville State School

Project Name: HVAC Provider

July 22, 2021, 10:00 AM CST

A. INTRODUCTIONS – Channon

An introduction of Ellisville State School and ESS staff, Channon Cuevas, Contract Analyst
Otis Parker, Maintenance Director
Bethany Welch, Administrative Assistant

B. SIGN-IN SHEET - Channon

Bidders were advised to sign in to the conference as if their company was not on the attendance log, their bid would not be accepted, as the Conference was Mandatory.

C. PROJECT DESCRIPTION and PURPOSE - Channon

Background and purpose of the project was described to the attending bidders.

D. DELIVERY METHOD - Channon

Delivery method of bids and required documents were read aloud to the attending bidders.

E. QUESTIONS DURING BID – Channon

Bidders were informed that questions were to be submitted at this Bid-Conference.

F. BID ADDENDUM - Channon

Bidders were informed that an acknowledgement of each corresponding addendum to the bid would be required for their bid to be accepted.

G. BID OPENING - Channon

The deadline for bid submission was explained. Attending bidders were informed of the bid opening date and time.

H. COMPLETION TIME & PROJECT SCHEDULE – Channon

Attending bidders were informed of the projected start date of the contract and duration.

I. REQUIRED BID SUBMITTALS – Channon

Requirements of bid submittals and required documentation was provided to the attending bidders.

J. INSURANCE - Channon

Attending bidders were advised of the insurance requirements should they be awarded the contract.

K. SCOPE OF WORK – Otis

The scope of work as stated in the IFB was present to the attending bidders.

L. QUESTIONS – Otis

Questions and answers are as listed below.

M. SITE TOUR? – Otis

Site tours were scheduled at a different time with maintenance staff.

All information provided during the Pre-Bid Conference was taken directly for the HVAC Service Provider IFB # 3160004400, a copy provided to each bidder by email, on the MS Contract Procurement Portal, the ESS website and in the Legal section of the Laurel Leader Call newspaper.

Questions and Answers for Mandatory Pre-Bid Conference
July 22, 2021, 10:00 AM CST, Ellisville State School, Maintenance Conference Room

| Question # | Section # | Page # | Question | Answer |
|-------------------|---------------------|---------------|---|--|
| 1 | 1 | 2 | Does this include change out/replacements? | Yes, it is a comprehensive, fixed monthly price that includes all scope of work as it pertains to the repair of replacement of any equipment as listed in Attachment H. |
| 2 | Attachment H | 50 | Does this include after-hours service? | Yes, emergency service shall be provided as often as needed on a 24-hour basis, weekends and holidays included. |
| 3 | Attachment H | 51 | What is the expected turn around time? | Contractor shall respond to an emergency call within 2 hours. |
| 4 | Attachment H | 47 | Does this include Window AC units? | Yes, includes <u>all</u> HVAC equipment. |

Please acknowledge receipt of HVAC Service Provider IFB # 3160004400 Amendment One by signing and returning this amendment, along with your bid package, on or before 12:00 PM CST August 11, 2021. This acknowledgment should be enclosed in your proposal packet in accordance with the submission instructions located in the IFB. Failure to submit this acknowledgment may result in rejection of the proposal.

Company Name: _____

Printed Name of Representative: _____

Date: _____

Signature: _____